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General procedures for responding to incidents involving hazardous materials/weapons of mass destruction.

1. **REMAIN UPWIND, UPHILL OR UPSTREAM OF THE INCIDENT. FROM A SAFE DISTANCE, ASSESS THE SITUATION.** Use binoculars, if available, to view the scene. Attempt to determine if hazardous materials (chemical, biological, radiological, nuclear, or explosive - CBRNE) are present. *Be alert for secondary devices meant to harm.* Observe and note the following:
 - a. Effects on people, animals, and the environment;
 - b. Container types, markings, placards and labels. Use the *North American Emergency Response Guidebook* for reference, if available;
 - c. Signs of any released or discharged materials or any unusual or pungent odors. Move farther away or upwind if you are not positive that it is safe;
 - d. Wind direction and prevailing weather;
 - e. Distance and direction of nearby dwellings or other occupied buildings; and
 - f. Distance and direction of any nearby surface water.
2. Notify the local authorities (city or county) by dialing 911 where available. Notify StateComm at **1-800-632-8000** or **(208) 846-7610** for assistance.
3. Do not enter an area where you may become a victim, **even to rescue another**.
4. Until help arrives, the initial responders should:
 - a. Cordon off incident area and establish a safe zone. If hazardous materials are suspected, evacuate all persons from the immediate area and remain upwind of the incident area. Call 1-800-632-8000 or (208) 846-7610 for advice.
 - b. Enter the incident area only when properly trained and equipped with appropriate protective clothing and equipment;
 - c. Render first aid to victims if substance is known and it is safe for responders or after decontamination is completed; be sure to notify medical personnel if any exposure to a hazardous material is suspected;
 - d. Establish Incident Command and serve as an on-scene communication point;
 - e. Brief arriving response team leaders, incident commanders and additional responders.

INCIDENT LEVELS

The Communications Moderator will classify incidents using one of the following:

Regulatory – A release of a Reportable Quantity or less of regulated hazardous materials that does not require any emergency response on the part of public sector responders, which would include a weapons of mass destruction threat or suspicion that is clearly a hoax without requiring additional analysis.

Level 1 – An incident involving any response, public or private, to an incident involving hazardous materials that can be contained, extinguished, and/or abated using resources immediately available to the responders having jurisdiction. A weapons of mass destruction threat or suspicion that requires local response to determine whether or not it is life threatening. A Level 1 incident presents little risk to the environment and/or public health with containment and clean up.

Level 2 – An incident involving hazardous materials that is beyond the capabilities of the first responders on the scene, and may be beyond the capabilities of the public sector response agency having jurisdiction. Level 2 incidents may require the services of a State of Idaho Regional Response Team, or other state/federal assistance. This would include a weapons of mass destruction threat or incident that involves explosives, release of toxic material, release of radioactive material or release of organisms that can be analyzed and stabilized using resources that exist within the State of Idaho. This level may pose immediate and/or long-term risk to the environment and/or public health and could result in a local declaration of disaster.

Level 3 – An incident involving weapons of mass destruction/hazardous materials that will require multiple State of Idaho Regional Response Teams or other resources that do not exist within the State of Idaho. These incidents may require resources from state and federal agencies and/or private industry. Level 3 incidents generally pose extreme, immediate and/or long-term risk to the environment and/or public health.

All incident classifications will be determined by the level of response. Additional notifications may be made upon request.

CONFERENCE CALL ETIQUETTE

1. Be on time for the calls, and attempt to conclude the call as quickly as possible.
2. Identify yourself when first connected to the conference call.
3. Identify yourself each time you speak.
4. If using a speakerphone, mute the microphone when you're not talking. Control the background noise.
5. Do not use hold if music will play.
6. Stay focused on resolution of the incident.
7. Assist the Communications Moderator in keeping the call brief, allowing incident personnel to return quickly to their on-scene duties.
8. Notify the others when you are hanging up.